XEROX®

610C1 Reference Cards

TELEPHONE ASSISTANCE

Xerox provides telephone assistance when you have questions or need help. The following is a list of the different types of assistance available.

SUPPLIES **800-822-2200**

To order ribbons, printwheels, additional manuals, etc. You'll be asked for your customer number described below.

CUSTOMER NUMBER . . . .

Obtain your customer number from your accounting or purchasing department or from your Xerox Sales Representative.

CUSTOMER SUPPORT CENTER (CSC) **800-527-0161**

The Customer Support Center (CSC) answers questions about the operation of your Memorywriter. If you can't find the answer in the manual, call the CSC.

Alaska & Hawaii	Texas (excluding Dallas)	Dallas, Texas
800-527-5890	**800-492-4195**	**214-233-2468**

MACHINE SERIAL NUMBER . . . . . .

You will need to know your Memorywriter's serial number when you call Service or the CSC. The serial number is engraved on a plate located inside the right cover of the Memorywriter (below and in front of the right platen knob, and below the foam insulation).

SERVICE . . . .

Call Service should your Memorywriter malfunction. If you are not sure if the problem is a malfunction or simply a lack of understanding on your part, call the CSC first. Obtain the number for local Xerox service from the phone book or your Sales Representative.

SALES OFFICE . . . .

Write the number of your local sales office in the box provided.

TELEPHONE ASSISTANCE

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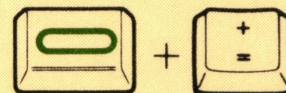
MARGINS

To Release the Left Margin:

1. Press the *RETURN* key.
2. Hold down *FEATURES* key and
   press *EQUAL* (=) key. . . . .
3. Press RVRSE key to move carrier beyond left margin.

To Set a New Left Margin:

1. Move carrier to new left margin.
2. Press *SET LEFT MARGIN* switch. . . . .

To Set a New Right Margin:

1. Turn off **AUTO RETURN.**
2. Move carrier to new right margin.
3. Press *SET RIGHT MARGIN* switch. . . . .

TABS

To Set a Tab:

1. Move carrier to position where tab is to be set.
2. Press *SET TAB* switch. . . . .

To Set Tabs Automatically Every ½ Inch:

1. Move carrier to left margin. (Press *RETURN* or hold down *FEATURES* and
   press *RETURN*.)
2. Press *SET TAB* switch. . . . .

To Clear a Tab:

1. Move the carrier to the tab position to be cleared.
2. Press *CLEAR TAB* switch. . . . .

To Clear All Tabs:

1. Move carrier to left margin.
2. Press *CLEAR TAB* switch. . . . .
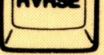
PRIOR LINE CORRECTIONS
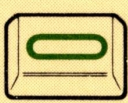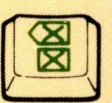
To Correct an Error inside the correction limit:

1. Press **RVRSE** key to back up to the error. . . . .
2. Position printwheel pointer.
   (For 10, 12 and 15 pitch, position pointer on center of character **following** the error. For PS, position pointer on left edge of character following error.)

3. Press **ERASE** key. . . . .

4. Type correct character.
5. Press **GO TO END** key. . . . .

OTHER CORRECTIONS

To Correct an Error outside the correction limit or after the Paper has been Removed:

1. Position printwheel pointer.
   (For 10, 12 and 15 pitch, position pointer on center of character to be erased. For PS, position pointer to the left of the character to be erased.)

2. Hold down **FEATURES** key and
   press **ERASE** key. . . . .
3. Type the character **to be erased**.
4. Type the correct character.

CENTER

To Center between Margins:

1. Be sure margins are set correctly for the document.
2. Return carrier to left margin.
3. Hold down *FEATURES* and press **4** key . . . .
4. Type text; carrier reverses, but nothing prints.
5. Press the *RETURN* key; text will print.
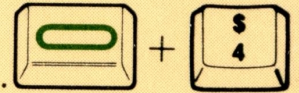
To Center at any Point:

1. Move carrier to position where text is to be centered.
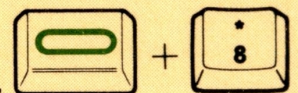2. Follow steps 3 and 4 above, then press *RETURN* or *TAB*.

To Center over Columns in a Table:

1. Tab to the column.
2. Follow steps 3 and 4 above, then tab to next column.

UNDERLINE/BOLD

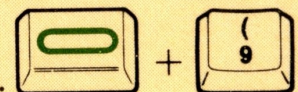## To Underline:

1. Hold down *FEATURES* key and press
   8 key to turn on underline. . . . .
2. Type text; it will print underlined.
3. Hold down *FEATURES* key and press **8** key to turn off underline.

To Bold:

1. Hold down *FEATURES* key and press
   9 key to turn on bold. . . . .
2. Type text; it will print bold.
3. Hold down *FEATURES* key and press **9** key to turn off bold.

AUTO RETURN/ RIGHT FLUSH

To Turn on Auto Return:

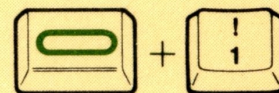1. Press *AUTO RETURN* switch. . . . .
2. To end paragraphs and short lines, press the *RETURN* key.

To Type Right Flush Text:

1. Move carrier to the point where text should align.
2. Hold down *FEATURES* key and
   press number **1** key. . . . .
3. Type material; carrier reverses, but nothing prints.
4. Press the *RETURN* key; text will print.

AUTO INDENT

To Indent a Paragraph or Outline:

1. Move carrier to indent location.
2. Press *AUTO INDNT* key. . . . .
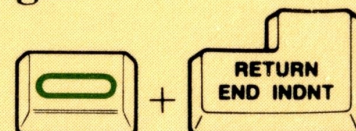3. Type text to be indented.

To Indent the Right and Left Margins Equally:

1. Follow steps 1 and 2, above.
2. Press *SET RIGHT MARGIN* switch. . . . .
3. Type text to be indented.

To Cancel Auto Indent and Resume Prior Left Margin:

1. Hold down *FEATURES* key and
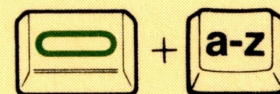   press *RETURN* key. . . . .

STORE & RECALL PHRASES/SETTINGS
To Store Words and Phrases:
1. Hold down *FEATURES* and type title. . . . . ⬭ + a-z
2. Press *EQUAL (=)* key.
3. Type the phrase.
4. Hold down *FEATURES* key and press any alphabetic character.

To Store Settings:
1. Follow steps 1 and 2 above.
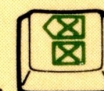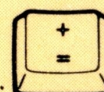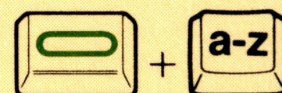2. Hold down *FEATURES* and press *AUTO INDNT.* . . . . . . ⬭ + AUTO INDNT
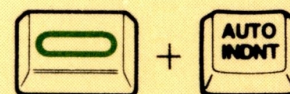
To Recall a Phrase or Settings:
1. Hold down *FEATURES* key and type the phrase or setting title.
2. Press the **SPACEBAR** one time to recall the phrase or setting.

ERASE PHRASES/SETTINGS
To Erase a Stored Phrase or Setting:
1. Hold down *FEATURES* key and type title. . . . . ⬭ + a-z

2. Press *EQUAL (=)* key. . . . . [+ =]

3. Press *ERASE* key. . . . . [⌫]

SETTING UP TABLES
To Space Columns (Set Tabs) Evenly between Margins:

1. Set desired margins and press *RETURN*.
2. Press *TABLE* switch. . . . .
3. Press either *SET TAB* switch (if column is lined up at left side, like text) **or *SET DEC. TAB*** switch (if column is lined up at right or on decimal point). . . . .
4. Type the longest entry in the first column; it will not print.
5. Repeat steps 3 and 4 above for each column (do not space or return).
6. When the entries are completed, then press the *RETURN* key. Tabs for the table will be set automatically.

TYPING TABLES
After Setting up Table with TABLE Feature:

1. Leave *TABLE* switch on after set-up. . . . .
2. Type the first entry in the first column.
3. Tab to the remaining columns; type the first entry in each.
4. Press the *RETURN* key at the end of the line; repeat steps 2 and 3 for the remaining lines.
5. When finished, turn off *TABLE* switch.

To automatically indent a table equally between margins:

1. Press **TABLE** switch.
2. Press the **SPACEBAR** one time.
3. Proceed with setting up the table.

TYPING QUALITY

Line spacing too close.

You may have touched FEATURES + SHIFT + 8.
To correct line spacing: see changing Lines/Vertical Inch in the Handbook.

MARGINS AND TABS

Left margin moves.

You may have touched AUTO INDNT by mistake.
FEATURES + END INDNT will correct the problem.

SPECIAL FEATURES

Will not center text between margins.

· Cancel AUTO INDNT if it was used in the previous paragraph.
· Return carrier to left margin and reenter center command.

AUTO INDNT won't function.

· AUTO INDNT won't work to the right of the right margin.
Reset margins and try again.

PHRASES/SETTINGS

Will not store a phrase/setting.

- The title may already have been used. FEATURES + LIST TITLES to check.
- Touch STOP and try again.
- Memory may be full. Erase one or more phrases or settings.

Will not recall a stored phrase.

- Title you are using may not exist. FEATURE + LIST TITLES to check.
- Touch STOP and try again.
- Leave your 610 on for 24 hours to charge battery for memory support.

TABLE FEATURE

Will not correct columns of table in memory.

Corrections must be made to columns in reverse order.
For example you must correct column 3 before correcting column 2.

Beeps twice when trying to type longest entry for TABLE set-up.

Touch SET TAB OR SET DEC. TAB before typing entry.

Columns of table do not tabulate correctly.

Type characters and decimal points when inputting the longer entries.
Do not use spacebar for each character.

Will not set tabs for a table.

Space between margins may be too small for table.
Reset margins and try again.
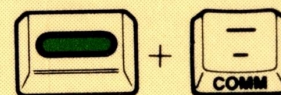
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COMMUNICATION

To turn on the communication feature:

1. Hold down *FEATURES* and press *HYPHEN* key . . . .

To end communication:

1. Hold down *FEATURES* and press *HYPHEN* key. . . . .

SENDING/RECEIVING DOCUMENTS

To Send a document:

1. Be sure communication feature is on.
2. Establish contact with device you wish to send to.
3. Upon receiving data to, go into data mode on modem or acoustic coupler.
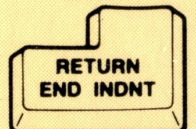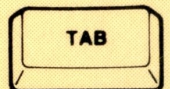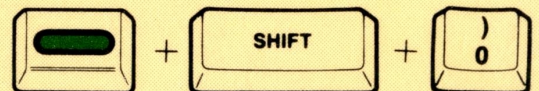4. Type information to be transmitted.

To Receive a document:

1. Be sure communication feature is on.
2. Establish contact with device you wish to send to.
3. Go into data mode on modem or acoustic coupler.

CHANGING/PRINTING OPTION SETTINGS

To change a communication option:

1. Be sure communication feature is on.
2. Hold down *FEATURES* and *SHIFT* and press *RIGHT PAREN* key ....
3. Press tab to move to desired option printed on the paper ....
4. Type the new setting code to change the option.
5. After all desired changes have been made, press *RETURN* for new printout ....
6. Press *STOP* to end changes. ....

CONTROL CODES

Hold down 🔲 and select one of the following:

f	ACK	Ignored.
g	BEL	The beeper will be sounded once.
* 🔲	BS	Carrier moves one print position to the left.
x	CAN	Ignored.
m, * 🔲	CR	A carrier return will be generated if CR option is off.
q	DC1	Transmission of data will resume.
r	DC2	Ignored.
s	DC3	Transmission of data should stop within three data characters.
t	DC4	Ignored.

p	DLE	Ignored.
y	EM	Ignored.
e	ENQ	Answerback message transmitted if option is on. Otherwise, it is discarded.
d	EOT	Ignored.
🔲 + **h**	ESC	Enables ESCAPE Sequences.
w	ETB	Ignored.
c	ETX	An ACK is transmitted when the ETX is unloaded from the receive buffer.
l	FF	Treated as a single line feed.
🔲 + **i**	FS	Ignored.
🔲 + **j**	GS	Ignored.

i, or * ⬚TAB	HT	A Tab command is generated.
j	LF	Indexes the platen according to line space selected. The LF code will be discarded if immediately followed by a CR when the CR option is off.
u	NAK	Ignored.
⬚SHIFT + **k**	RS	Ignored.
o	SI	Ignored.
n	SO	Ignored. All subsequent character codes will be ignored until a SI code is received.
a	SOH	Ignored.
spacebar	SP	Moves the carrier forward one print position (3 units in PS).

b	STX	Ignored.
z	SUB	Ignored.
v	SYN	Ignored
⬚SHIFT + **l**	US	Ignored.
k	VT	Treated as a single line feed.

* ⬚ not required.

The system recognizes the following Escape Sequences when the ESC option is on:

ESC **0**	Set Right Margin.
ESC **1**	Set Tab at current carrier position.
ESC **2**	Clear all tabs.
ESC **8**	Clear Individual Tab.
ESC **9**	Set Left Margin at current carrier position.
ESC **LF**	Reverse platen motion.
ESC **CR**	Initialize carrier to column 0.
ESC **D**	Reverse Index (1/24 inch).
ESC **E**	Underscore ON (cleared by CR).
ESC **O**	Bold ON (cleared by CR).

ESC **R**	Underscore OFF.
ESC **S**	Margin Release.
ESC **U**	Forward Index (1/24 inch).
ESC **&**	Bold OFF.
ESC **=**	Center ON/OFF (cleared by CR).

A sequence of ESC followed by any other character is ignored.

AUTO INDNT | ! 1 | (" 2 | # 3 | $ 4 | % 5 | ¢ 6 | & 7 | * 8 | (9 |) 0 | — - | + = | REV BS | | INDEX

TAB | Q DC1 | W ETB | E ENO | R DC2 | T DC4 | Y EM | U NAK | I HT | O SI | P DLE | ¼ ½ ° ± | [ ] ' § | | |

LOCK | A SOH | S DC3 | D EOT | F ACK | G BEL | ESC H | J LF | K VT | L FF | : ; | " 3 2 | RETURN END INDNT | GO TO END

SHIFT | Z SUB | X CAN | C ETX | V SYN | B STX | N SO | M CR | , | . | ? μ r | SHIFT |

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